



**South Shore Workforce Investment Board  
Board Meeting**

**8:30 – 10:00 a.m. on May 18, 2017**

**South Shore Vocational Technical High School  
476 Webster Street  
Hanover, MA**

**MINUTES**

**SSWIB Members Present:**

William Brennan, Kun Chang, Patricia Daly, Justin Desmond, Brilene Faherty, Ronald Iacobucci, David Manning, Julie Proud-Ray, Maureen Rogers, Peter Tsaffaras

**SSWIB Members Absent:**

Joan Costello\*, James Connor\*, Laurie Fadden, Peter Forman\*, John Graves, Greg Hanley\*, Kevin Malone, Kevin O'Reilly\*, Cynthia Page, Dede Riendeau, Cynthia Sierra, Keelas Small, Beth Ann Strollo, Donald Uvanitte, Dr. Charles Wall

**SSWIB Staff Present:**

Lynne Courtney, Sue Whitaker

**Guests:**

Kevin Parham, Paul Bello, Deb LaFavre, Denise Perrault

*\*Excused Absence*

**Meeting Start: 8:40 am – Meeting End: 10:10 am**

**Discussion of Agenda Items:**

<b>Topic:</b>	<b>I. Welcome, Introductions and Quorum Attendance: Peter Tsaffaras, Vice Chair</b>
Points of Discussion:	<p>Peter Tsaffaras, Chair, welcomed the Board to the South Shore Vocational Technical High School and introduced Tom Hickey, Superintendent of the school and thanked him for hosting the board meeting. Tom Hickey shared that they are a regional school supporting 8 local communities (Whitman, Hanson, Hanover, Abington, Rockland, Cohasset, Norwell, and Scituate) and mentioned how delighted he is to be a true partner with the South Shore Workforce Development Board and that it's an opportunity for us to all get out of our silos and work together collaboratively. Tom introduced Paul Bello who would be representing the school for the remainder of the meeting.</p> <p>A quorum of attendance was reached.</p>

<b>Topic:</b>	<b>II. Vote on Minutes from April 13, 2017 Board Meeting</b>
Points of Discussion:	Minutes from the last meeting were not yet completed, so no vote was necessary.

<b>Topic:</b>	<b>III. Financial Update and Treasurer's Report</b>
Points of Discussion:	<p>SSCDA Fiscal Officer Celeste Natale reported the FY18 allocations are still not out. Making projections with what we have heard so far is that it is anticipated that WIOA will be level funded. While having a lowered unemployment rate in Massachusetts is good for our Job Seekers, it's not good for our funding. So, at best, we will remain flat, but realistically we will be losing money especially since the state will likely reduce funding. We are trying reduce costs of space...it's expensive to move the whole career center...if we layoff staff unexpected costs...as well since we don't pay into unemployment as city of Quincy employees we would need to assume those costs.</p> <p>Dave Manning hopes the allocations will be in a couple of weeks and that the money will be a little slow and the actual money may not be in until July...and thinks Celeste is right to be conservative.</p> <p>Celeste believes the state is sharing as much information as they can with us, but they are waiting as well.</p> <p>Youth team needs to exit.</p> <p>Celeste and Dean talked about how to update the treasurer's report to make it easier to understand and digest for the board, but if there are items you want to see in the report, please contact Celeste.</p> <p>Dean shared that the numbers were too overwhelming wanted to know where we were at globally and wants to tell a story...instead of just so dense. We want to create a nice format that is informative and interactive that can show us where we are at as an organization. The goal is to show a different report in September.</p> <p>If anyone has ideas, please share with Dean.</p> <p>There is no vote required for the financials, so there is no need to vote, status quo. In June we will have something to vote on. Last year we were cut significantly around \$500K and if we get cut again, we will have to make more changes.</p>
<b>Topic:</b>	<b>IV. WIOA Youth Services – Vendor Proposal Recommendations</b>
Points of Discussion:	<p>Youth Review Team Recommendations for the WIOA Youth Programming – put together a table that describes the 5 proposals received the recommendations. The vendors that we opted to recommend to receive funding are the same vendors currently, but this was not by design. The shift of how the funds will be spent was reviewed the budget as well...Wellspring included \$25K to go directly to Youth Wage was for paid internships...so that was essential given WIOA .... Administrative costs were higher than we liked to see...we had some suggestions to the budget that we think will be.</p> <p>Celeste offered that Lynne and Celeste worked together and reviewed the budget and this is the first time that the fiscal team collaborated on the maybe it was everyone should spend the same \$ on each youth, but Celeste explained the fixed costs and that it may not be the best plan. The board approved the teams.</p>
<b>Topic:</b>	<b>V. SSWDB and SSCDA Program of Work and General Updates</b>
Points of Discussion:	<p>Item number 5 since the mayor appointed me as the Director we are looking at the serious issue of our financial situation and there was \$200K and on the state side they had layoffs and with discussions with the layoffs.</p> <p>Career Center Director will not be filled – so Kevin Parham is now the Director of all South Shore Career Centers</p> <p>Part Time Youth will not be filled – but have transferred</p> <p>2 Job Developer Positions were eliminated –</p> <p>1 Position on Fiscal – was reduced to Part time</p> <p>1 Layoff at the Workforce Board eliminated</p>

<p>Points of Discussion: (continued)</p>	<p>We have put out RFPs for space to see about new space for the Career Centers and hope that we will be able to reduce costs. Peter Tsarras mentioned that at the Executive Committee had a lot of questions and a 1 1/2 hours went to 3 hours and they are looking at making sure we are laser focused on our mission.</p> <p>We have a new packet and logo. We have a complimentary brochure and show us as a team and as a workforce system...We did a short run with the new marketing materials...and Dean is not pleased at the difference of the colors...</p> <p>We are looking at branding the South Shore Career Centers branding and MarvroCreative and branding board to have some consistent messaging and branding. We will be modifying the Career Center website as well to blend with the new Workforce Development Board Website</p> <p>We are putting together a Strategic Planning Committee to help with the documents that need to be updated, strategic plan, annual plan, etc.</p> <p>We discussed at the last meeting to dissolve the old 501c3 entity and so we are working on that end. The first two pages are just for your</p> <p>There is a public board and there is a non-profit board and they are separate board. The non-profit will be the fundraising arm, you may or may not be on the non-profit board, there are only 4 board members on it. So it's Joyce, Brilene, Joan and Don need to dissolve it and go to the AG.</p> <p>We need 4 new individuals to join John Iredale, Brielene Flaherty, Dean Rizzo, Don Uvanitte</p> <p>Ron mentioned that Peter Forman was concerned that there was a conflict of interest with board members that are city of Quincy employees working to raise funds for a non-profit. Ron has contacted the state ethics committee and they have verbally ensured them that there is no conflict as long as we disclose it. They will be issuing a statement is looking to show we are not in conflict.</p> <p>Dean wants to show that we are on record for supporting the effort for creating the non-profit.</p> <p>By June 30<sup>th</sup>, we need to create a new set of bylaws for the public board. They need to be changed to reflect the federal guidelines and there are 2 documents the old bylaws and a drafted version of new bylaws. Dean used samples from other workforce boards to create the draft version and has highlighted the significant changes in yellow. If you have the time to look at them and share any feedback in the next few weeks that would be great. A quorum is now 1/3 instead of a majority....something for consideration...and also put in option for call in teleconferencing – must keep with laws of commonwealth...but we are a local board. 30 Days notice to the board if there are changes to the bylaws. We need all of our final documents by June 30<sup>th</sup></p> <p>The bylaws govern the board and how it governs yourself and how it governs the board and think it's important to have everyone be able to have them in your hand to look at them. Brielene shows how unfamiliar we are with the bylaws be in line with how we want this board run and if we don't know how it's run and it was enlightening.</p> <p>The RFP for Quincy, Cottage Ave and Plymouth. We are looking for Hanover to Plymouth corridor.</p> <p>There has been some discussion about consolidating the Quincy Career Center staff and WDB staff as well. There are a number of possibilities. We have received a lot of help from the mayor and the Dir. Of Planning. As I said earlier whatever savings we get we can hopefully have fewer staff reductions.</p> <p>The amount of rent is above fair market value. The cost \$25/sq. foot for Quincy CC and should be closer to \$20/ or low \$20s. Plymouth is \$17/sq. foot. We know we need a presence south of Quincy, but it does not need to necessarily be Plymouth.</p> <p>The lease needs to be approved by the City Council by June before they adjourn for the summer...if not, won't be until September.</p> <p>Peter mentioned that he needs more space in Cordage Park in Plymouth and shared that if the Career Center moves out he'll take their space...so a decision will need to be make by Aug. 20<sup>th</sup>.</p> <p>Federal budgets congress is on vacation until the august</p>
--	---

Points of Discussion: (continued)	<p>Fiscal Year for state runs Oct. 1<sup>st</sup> through Sept. 30<sup>th</sup> subject to the availability of funds...is really what you are using your money on...landlords can sometime take that provision...is ti in the notice to bid, it's clearly stated it's subject to the availability of funds....</p> <p>Dean shared the 6 week timeframe to tie in the MOU, 3 Year Strategic Plan, Annual Plan. Have had a lot of meetings with our partners to go over the draft of the MOU agreement and hope to have final draft for the June meeting. The help of the strategic plan, I do apologize that we are pressed for time, things we create can be amended at all times, but we can show what we are want to do moving forward we can amend as we move along.</p> <p>Celeste has put together a fiscal policy that she will share. Internal contral manual that is written to make sure that we are compliant with state and federal laws. We want to make sure we remain in compliance if you're interested in looking at it we can look at it. Dave Manning mentioned the DOL reviewer said it was the best one he has seen. Pat recommended</p> <p>The city auditor should have a copy of it. Every three years can be audited.</p> <p>Dean walked through the website showing the look and feel and imagery is consistent with the brochure...</p> <p>Showed the mission, goals, governance – bylaws, documents, etc. 501 c3 and show how it's the charitable arm of the org...sponsorship page...</p> <p>Programs and initiatives</p> <p>Interweave both Career Centers and Workforce Board into the staff...</p> <p>Dean wants to incorporate the economic regional plan...</p> <p>LMI information....current...</p> <p>Coming along...work in progress...</p>
<b>Topic:</b>	<b>VI. SSWDB Committee/Initiatives Updates</b>
Points of Discussion:	<p><b>SP NEG Grant:</b> Sue offered update on the Manufacturing Forum events. While we had a limited response the quality of discussion was good. Had representation of the SSVT (Tom Hickey was at every meeting) and QC was at most. Manufacturers were pleased to have a voice and that we were taking an interest in the industry as a whole and specifically interested in how we can best be helping them directly. All the meetings were successful and participants were glad they attended. We are planning to take the data from the survey along with the information gleamed from the meetings and labor market information and package it in a report that we will have prepared by the end of June.</p> <p><b>Regional Workforce Skills Cabinet Initiative:</b>  Add info...</p>

**MOTION to adjourn the meeting.Motion was approved. Meeting ended at 10:10 am.**

SSWDB Board Package Materials:

- Agenda
- Dean Rizzo's new SSWDB Business Card
- New SSWDB & SSCC (South Shore Career Centers) Brochure
- Lombardo's Career Fair Flyer
- RFP for SSCC Lease of Office Space
- Manufacturers, did you know? Handout
- Strategy Matters Regional Planning slides
- WIOA Youth Review Team Recommendations FY18
- Proposed SSWDB Strategic Planning Committee
- SSWDB Schedule of Action Items to Review and Vote on at Upcoming Meetings
- Administrative Dissolution Petition to AG's Office